

# Assurance Council



## MINUTES

9/28/10

10:30

COMITIUM

**MEETING CALLED BY** Bruce Chrisman

**TYPE OF MEETING** Fermilab Assurance Council

**FACILITATOR** Bob Grant

**NOTE TAKER** M. Tolian

<b>ATTENDEES</b>	<del>B. Chrisman</del>	B. Grant	A. Filak	B. Boroski
	C. Conger	D. Carlson	G. Leonard	<del>G. Beck</del>
	<del>E. Hill</del>	<del>K. Van Vreede</del>	N. Grossman	T. Miller
	R. Ortgiesen	V. White	<del>S. Henderson</del>	J. Cotton
	J. Heyes	N. Weed	E. Vokoun	B. Brooks

## Agenda topics

- Polling of Members for Management Issues
- Continue Review of Current List of Management Issues
- Continue Discuss Ownership of Major Processes
- Report on Status of H-Claus and I-Claus Mapping

## DISCUSSION

C. Conger talked about the annual management representation letter which is connected to a DOE audit. DOE gives a template to work from, but not all points are applicable to Fermilab. Needs Assurance Council to review prior to her giving it to P. Oddone for signature. She will send the draft for AC review along with the date she will need it back from the Council. It's due to DOE at noon on 10/4/10.

### Management Issues

Contract commitments have not yet been met, including the Management Dashboard, Resource Loaded WBS and Strategic Planning. Being 4 years into the Contract, it has now become a management issue. The new list will be posted on the web page.

The Assurance Council went through the Active Issues List, reworded one on staffing for projects and deleted a few which were no longer management issues, then added one.

Lengthy discussion about Contractor Assurance, and the Graded Approach "Tool" or "Process" simplified changes that are being worked out by J. Cotton and T. Miller. They will be meeting to discuss further, and will take their ideas to B. Chrisman, and then to the Assurance Council.

## ITEMS FOR FOLLOW-UP

## SPECIAL NOTES OR HANDOUTS

**All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:**

[http://www.fnal.gov/directorate/OQBP/ac\\_2010.html](http://www.fnal.gov/directorate/OQBP/ac_2010.html) **NOTE** – New web address for meeting minutes, effective 4/28/10.